

PLEASE NOTE THE VENUE AND TIME

SWANWICK PARISH COUNCIL

Clerk to the Council
76 – 80 Derby Road
Swanwick
Derbyshire DE55 1BG
Email: clerk@swanwickparishcouncil.org.uk
www.swanwickparishcouncil.org.uk



7th December 2018

You are summoned to attend the **FULL COUNCIL MEETING** to be held at **Meeting Rooms, rear of Baptist Church, Derby Road, Swanwick** on **Thursday 20th December 2018 at 7.00pm.**

Members are asked to sign the attendance sheet for the meeting and to complete the Declarations Sheet (if appropriate), both available at the meeting.

Clerk to the Council

AGENDA

1. Apologies

Members are reminded to give their apologies direct to the Clerk.

2. Co-option of Councillors

3. Variation of Order of Business

4. Declarations of Interest

Members must fill out the Declaration of Interests Forms for submission. Members are requested to declare any personal or prejudicial interest they may have in any item of the evening's business, and to explain the nature of that interest.

Where a member indicates that they have a prejudicial interest, but wish to make representation regarding the item before leaving the meeting, they must do so under item 4D of Public Participation.

5. Public Participation

A) Public Attendance & Speaking: Residents wishing to speak need to book in with the Clerk, preferably prior to the meeting by email/phone or immediately prior to the start of the meeting.

Whether wishing to speak or not, each member of the public is required to indicate whether or not they consent to have their name and/ or organisation recorded and published in the minutes of the meeting. Minutes are published on the Parish Council website and are available to the public under the Freedom of Information Act 2000.

At the start of the meeting a period is available for members of the public to ask questions, make representations or submit comments. This is **LIMITED TO THREE MINUTES PER PERSON** – at the sole discretion of the Chair.

B) Parish Council Members' observations will be taken alongside Reports from any Borough and County Councillors attending.

C) Police Matters

Information about the Safer Neighbourhood Team's activity in the area and an interactive crime map are available on the following web pages
www.police.uk/derbyshire/NR06/

D) Representations or Evidence from Members Declaring a Prejudicial Interest

Members indicating that they have a prejudicial interest in an agenda item and who wish to make a representation before leaving the meeting shall do so at this stage.

6. Minutes of Full Council

6.1 To receive the Minutes of the Meeting held 15th November 2018

7. Planning Matters

7.1 Planning Applications for comment: All applications can be viewed at www.ambervalley.gov.uk click on Planning and then click on Planning Applications and use the AVA reference number to search.

8. Clerk's Report

- 8.1** Christmas tree and Village Lights
- 8.2** Garden Maintenance
- 8.3** Notice of vacancy in the office of Parish Councillor
- 8.4** Councillor Attendance record 2018-19

9. Chair's Report (Verbal Report)

9.1 Budget 2018-19 – to determine budget for 2019-20 (papers to follow).

10. Councillors' Updates

Website activity & Social Media
Village Hall Working Group
Defibrillator Working Group
Community Events

11. Correspondence & Circulars (copies are available on the website)

11.1 DALC 15-2018

13. Bank Reconciliation

Cash Book Reconciliation 30.11.18

Opening Balance 01.04.18	129,149.34	
Receipts to 30.11.18	154,603.75	
Sub Total		283,753.09
Unpresented cheques 2017/18	3,958.50	
Payments to 30.11.18	59,571.35	
Unpresented cheques 2018/19	0.00	
Sub Total		63,529.85
Closing Balance 30.11.18		220,223.24
Bank Balance at 30.11.18		220,223.24

14. Exclusion of Press & Public

`That pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) below by reason of the confidential nature of the business to be transacted`.

15. Items for the next Agenda

Items are invited for inclusion in next month's agenda

16. Date of Next Meeting: 7.00pm 17th January 2019 at the Meeting Room at the rear of the Baptist Church, Derby Road.

**SWANWICK PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
THURSDAY 15th November 2018 at 7pm**

Present: Cllrs Barnett, Chidlow, King, Payne & Soudah
Clerk C Miles

Members of the Public:

Members of the public listed waived their right to anonymity under the Data Protection Act:

Cllr Wilson (left at 7.06pm), J Briggs, D Smith

582/2018 APOLOGIES:

Cllrs Adams & Davies

583/2018 VARIATION OF ORDER OF BUSINESS

None

584/2018 DECLARATION OF INTEREST

Members were requested to declare any personal or prejudicial interest they may have in any item of the evening's business, and to explain the nature of that interest.

Cllr. Soudah declared interest in item no.11.2

The Councillor remained in the meeting.

585/2018 PUBLIC PARTICIPATION

585.1/2018 Public Speaking –

Cllr Wilson reported that the Poppy Appeal for Swanwick, including the fundraiser concert raised £3129.00.

He has also had requests from members of the public regarding the bus stop at Cray's Hill not being repaired, the Clerk reminded the Council AVBC's response that it wouldn't be repaired due to complaints from residents that they are getting the debris thrown into their gardens and Cllr Wilson said that he would keep on at AVBC to sort out the problem.

DS

1. Commented that at the Remembrance Sunday Service it was a shame that outside at the laying of the wreathes the PA system couldn't be heard by the public at the back of the crowd. Councillors reported that there had been problems with the system. DS also asked if it would be possible to close off the road outside the church for a longer period to help with the noise situation and also safety of the public.

2. Brought to the attention of the Parish Council that the Baptist Church was exploring ways of generating income from the use of the meeting rooms. DS questioned the impact the new village hall may have on the meeting rooms.

JB

1. Reiterated about not being able to hear at Remembrance Sunday.
2. Commented that it has been 2 months since he first reported the Green Car Park street lights weren't working to AVBC & DCC and it is still ongoing.

585.2/2018 Member's Observations

Cllr Mary Barnett –

1. Mentioned again that the pavements at the entrance to the car park on The Green are sinking again. The Clerk said that this had been reported.
2. Traffic congestion on Broadway on both sides of the road is causing a problem. Chair Cllr Soudah said that if there is any obstruction of the highway, the public must report this to the Police at the time.

585.3/2018 POLICE MATTERS

No meeting has been held.

**585.4/2018 REPRESENTATIONS OR EVIDENCE FROM MEMBERS
DECLARING A PREJUDICIAL INTEREST**

None

**586/2018 MINUTES OF FULL COUNCIL
RESOLVED:**

Minutes of Full Council held 18th October 2018 are received as correct account of the meeting. The minutes were signed by the Chair.

**587/2018 PLANNING MATTERS
587.1/2018 Planning Applications**

No comments received & no Planning Applications considered.

588/2018 CLERK'S REPORT

The Clerk's report was presented by the Clerk.

588.1/2018 Christmas Tree

Members noted the update.

588.2/2018 Christmas Lights

Members noted the update.

588.3/2018 Parish Council Office

Members noted the update.

588.4/2018 Notice of vacancy in the office of Parish Councillor

Members noted the update.

588.5/2018 Councillor Attendance record 2018-19

Members noted the update.

588.6/2018 Parish Council Meeting Dates 2019-20

Members noted the update.

589/2018 Chair's Report

The Chair's reported that due to illness he had not been very involved and unlikely to participate during Christmas.

590/2018 Councillor Updates

590.1/2018 Website activity & Social Media

Analysis of website activity as follows –
Facebook reached 1100+ in October 2018.
SPC Website had 195 visits in October 2018.

590.2/2018 Village Hall Working Group

It was noted that the Council Offices will be permanently closed from Friday 23rd November 2018 and all contact for the Council/Clerk should be via email or mobile.

590.3/2018 Defibrillator Working Group

No further developments.

590.4/2018 Back to Life Open Day - Saturday, 3rd November 2018

It was noted that this was a very good day, well attended and excellent feedback.

590.5/2018 Remembrance Sunday – 11th November 2018

It was noted that the Service was very well attended and that the option of poppies on lamp posts will be looked at for the future.

590.6/2018 Civic Service - Monday, 10th December 2018

It was noted that everything has been booked and invitations been sent out.

590.7/2018 Well Dressing - Saturday, 18th May 2019

It was noted this is progressing well and a meeting will be arranged for January 2019.

**591/2018 Correspondence & Circulars
Noted**

592/2018 Accounts**592.1/2018 RESOLVED: To approve urgent payments**

Date	Cheque	To Whom Payable	Reason	Amount £
02.10.18	DEBIT CARD	Co-op	Office Supplies	7.95
02.10.18	DEBIT CARD	Amazon	Wireless Mouse	8.49
02.10.18	DEBIT CARD	KushETraders	Staples	1.50
05.10.18	DD	NEST	Pension Deductions Mth 5 year end 2019	103.48
25.10.18	DD	NEST	Pension Deductions Mth 6 year end 2019	110.53
26.10.18	BACS	DALC	S Chidlow Cllr Training	45.00
26.10.18	BACS	Broxap	Grit bin	196.80
26.10.18	BACS	Staff Salaries	Salary Mth 7 Year end 2019	2203.84
26.10.18	BACS	HMRC Cumbernauld	Mth 7 Tax & NI Contribution	400.88
29.10.18	3850	G Soudah	Chairs Phone & B/band	30.00
-	-	-	Clerks Phone & B/band	30.00
29.10.18	3852	Clerks Expenses	Concrete for post	10.34
31.10.18	DEBIT CARD	AVBC	Planning Conditions Discharge	58.00
31.10.18	DEBIT CARD	Bentinck Fencing	Concrete Post	12.25
31.10.18	DEBIT CARD	Waterplus	Water Bill	30.26
31.10.18	DEBIT CARD	Cadent	Service Pipe Disconnection	1,333.20
31.10.18	DEBIT CARD	Post Office	Signed for mail	1.77
31.10.18	DEBIT CARD	Rural Action	Conference Tickets	90.00
31.10.18	DEBIT CARD	Tesco	Wine/supplies for Civic Service	92.12
			Total	4766.41

592.2/2018 RESOLVED: To approve the following payment

To Whom Payable	Payment Ref	Reason	Amount £
Chair G Soudah	Cheque	Chairs Honorarium 2 nd half	400.00
Quick Test	BACS	PAT machine Calibration	54.00
Staff	BACS	Mth 8 Salaries	2203.84
HMRC	BACS	Mth 8 Tax & NI Contribution	400.88
NEST	DD	Mth 8 Pension Deduction & Employer Contribution	110.53

		Total	3169.25
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592.3/2018 Income Received

Noted

Date	Remittance		Amount £
12.10.18	BACS	HMRC VAT Repayment 09/18	1120.15
30.10.18	605961	Swanwick WI payment for Remembrance Wreath	20.00
		Total	1140.15

593/2018 Bank Reconciliation

Noted:

Cash Book Reconciliation 31.10.18

Opening Balance 01.04.18	129,149.34	
Receipts to 31.10.18	153,972.16	
Sub Total		283,121.50
Unpresented cheques 2017/18	3,958.50	
Payments to 31.10.18	55,323.70	
Unpresented cheques 2018/19	0.00	
Sub Total		59,282.20
Closing Balance 31.10.18		223,839.30
Bank Balance at 31.10.18		223,839.30

594/2018 Exclusion of Press & Public

- Review Village Hall Architects
- Garden Maintenance
- Review of Clerk Salary, hours and expenses for working at home.

595/2018 Items for the next agenda

596/2018 Date & Time of Next Meeting

7.00pm 20th December 2018 at the Meeting Room at the rear of the Baptist Church, Derby Road.

Meeting closed at 20.15

Signed:

Date:

8. Clerk's Report to Swanwick Parish Council meeting 20th December 2018

8.1 Christmas Tree and Village Lights

The Christmas tree and lights are all installed, there were a couple of issues but they have all been solved and everything is looking good.

8.2 Gardening Maintenance

The Contractors have completed their first full maintenance of the village and have done a great job.

8.3 Notice of vacancy in the office of Parish Councillor

There are still vacancies for Parish Councillors. I urge members to increase the effort to persuade any resident to consider applying to be co-opted as a Parish Councillor.

8.4 Councillor Attendance record 2018-19

Members are reminded to notify the Clerk of any apologies (barring emergencies) well in advance of the morning of the council meeting. This is to ensure that the Clerk is aware that the meeting is quorate or needs to be rearranged if not quorate.

Councillor Attendance Record May 2018 – April 2019

Name	May 17	June 21	July 19	Aug HOLS	Sept 20	Oct 18	Nov 15	Dec 20	Jan 17	Feb 21	Mar 21	Apr 18	%	2017-18
Adams	√	X	X		X	√	X						33%	55%
Barnett	X	√	√		√	√	√						83%	64%
Chidlow	√	X	√		√	√	√						83%	10%
Davies	X	√	X		X	√	X						33%	45%
King	√	X	√		√	√	√						83%	73%
Payne	√	√	√		√	√	√						100%	100%
Soudah	√	√	√		√	X	√						83%	100%
Hayes	X	X	X		X	X							0%	0%
Wilson	X	√	X		√	√	√						67%	64%
Smith	X	X	X		X	X							0%	0%
Marshall-Clarke	X	X	X		X	X							0%	0%

Updated 01/01/2018

Derbyshire Association of Local Councils



The Old Loom Shop, Building 23, Cromford Mill, Mill Road, Cromford,
Matlock, Derbyshire DE4 3RQ
Tel: 01629 826655
e-mails: chiefofficer@derbyshirealc.gov.uk
admin@derbyshirealc.gov.uk
www.derbyshirealc.gov.uk

Circular No. 15/2018

To all Member Town and Parish Councils and Parish Meetings

GENERAL CIRCULAR

In this Circular:

- **DALC Spring Seminar 2019**
- **Clerk Essential Training – 10 January 2019 – 10am – 12.30pm, Cromford**
- **General Power of Competence Update**
- **Exemption of Public Toilets from Business Rates – Support requested**
- **Subscription fees 2019/20**
- **Latest Guidance on Accessibility to Websites and Mobile Devices**
- **NALC Digital Mapping Toolkit**
- **Weather Ready**

1. **DALC SPRING SEMINAR 2019 ANNOUNCED**

Following the success of our Seminar earlier this year, we are now well on the way with our preparations for next year's event, which will be held on 1st April 2019 at Willersley Castle, Cromford.

As in previous years this will be a full day of helpful and interesting presentations, trade stands and networking – along with a hot lunch. Please save the date and more information on speakers will be available shortly.

2. **CLERK ESSENTIAL TRAINING – 10 JANUARY 2019 – 10AM – 12.30PM – DALC OFFICE, CROMFORD**

This essential training course covers all basic elements of the role. Cost : enhanced subscription councils, up to 3 free places/£45 per delegate. Please contact the DALC office to reserve places.

3. **GENERAL POWER OF COMPETENCE UPDATE**

NALC have sought a barrister's opinion on the general power of competence (GPC) and have come to the view that eligible local councils are able to set up companies and trade.

Legal Topic Note (LTN) 31 has been updated to incorporate NALC's revised view that the absence of a power enabling local councils to trade prior to the GPC coming into force does not equate to a pre-commencement limitation. As such, eligible councils can exercise the GPC to set up companies and trade. Councils are still advised to seek legal advice before proceeding. You can read [LTN 31](#) on our website.

4. EXEMPTION OF PUBLIC TOILETS FROM BUSINESS RATES: *SUPPORT REQUESTED*

Many of you will have heard in the budget that public toilets are to be exempt from business rates. This is something that NALC have been lobbying Government about for some time. However, the change will not come into force until 2020/21. As a result, Falmouth Town Council would like to re-submit a proposal under the Sustainable Communities Act for legislative change to grant local councils mandatory 100% business rates relief on public toilets that they own and manage. Further evidence is needed to support a submission and so please could I encourage you all to complete the survey before 5pm on the 10th December: <https://www.surveymonkey.co.uk/r/BKJ92FP>

5. SUBSCRIPTION FEES FOR 2019/20

The Executive Committee of DALC approved an increase in the subscription fees for member councils of 1.9%, which is the fee being imposed on all councils by NALC.

6. LATEST GUIDANCE ON ACCESSIBILITY TO WEBSITES AND MOBILE APPLICATIONS

Our latest legal briefing L09-18 Public Sector Bodies Regulations 2018 covers the accessibility of public sector websites and mobile applications. The regulations came into force on 23 September and apply to local councils, county associations and NALC – but don't panic! The requirement to meet accessibility standards do not apply for existing websites until 23 September 2020, to new websites published on or after 23 September 2018 until 23 September 2019, and for apps, 23 June 2021. While a step in the right direction for accessibility, I'm sure this may still pose a challenge for our sector and we are raising this with the government including requesting support. You can read the briefing in full [here](#).

7. NALC DIGITAL MAPPING TOOLKIT

NALC has published a Digital Mapping Toolkit to help parish and town councils understand digital mapping and the benefits it can have to them and their communities in helping local councils understand the geographical area they cover and where their assets are located.

As digital mapping software is getting much cheaper and easier to use, NALC has partnered with digital mapping software providers, [Parish Online](#) and [Pear Technology](#) to promote the benefits of digital mapping and guide local councils through the process of using the software, should this be of interest to them.

The toolkit gives a step-by-step guide on how to use digital mapping and highlights case studies of local councils that have used digital mapping to plot cemeteries, protect communities against flooding, map council assets, maintain trees, consult with communities and work with principal authorities. To view the toolkit on our website click [here](#).

8. WEATHER READY

The Met Office run an annual public information campaign aimed at raising awareness of, and encouraging the public to think about, risks associated with winter weather and the steps they could take to be better prepared. The 2018-19 [Weather Ready](#) campaign is being launched next week. Please could you help ensure communities (and us all as individuals) are prepared by sharing and publicising the WeatherReady tips and advice on travel, your home and health and wellbeing – thank you.

Wendy Amis
Chief Officer

November 2018

<https://www.derbyshirealc.gov.uk/uploads/31---local-council-general-powers-revised-october-2018.pdf>

[https://www.derbyshirealc.gov.uk/uploads/109-18--the-public-sector-bodies-\(websites-and-mobile-applications\)-\(no-2\)-accessibility-regulations-2018-3.pdf](https://www.derbyshirealc.gov.uk/uploads/109-18--the-public-sector-bodies-(websites-and-mobile-applications)-(no-2)-accessibility-regulations-2018-3.pdf)

<https://www.derbyshirealc.gov.uk/uploads/digital-mapping-toolkit.pdf>

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TRAINING & EVENTS DIARY

DATE	SUBJECT	CIRCULAR/ REF	VENUE	COST	CPD POINT	TRAINER
10 Jan 2019 (10am – 12.30pm)	Clerk Essential Training	15/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£45	1.5 per session	Wendy Amis
14 Jan 2019 (1pm – 3.00pm)	Community Engagement for Clerks	12/2018	DALC Office, Cromford	£45 per delegate	1.5 per session	Kim Bedford
14 Jan 2019 (6pm – 8.30pm)	Community Engagement for Councillors	12/2018	DALC Office, Cromford	£45 per delegate	1.5 per session	Kim Bedford
21 st January 2019 (6pm – 8.30pm)	Councillor Essential Training	15/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£45	1.5 per session	Wendy Amis
26 Feb 2019 (10am – 12.30pm)	HR and Brexit Implications	15/2018	DALC Office, Cromford	*Enhanced Sub Councils up to 3 free places/£45	1.5 per session	Chris Moses
1 st April 2019	DALC Spring Seminar	15/2018	Willersley Castle	£50 per delegate	tbc	

* Up to 3 delegate places free per council on the enhanced subscription scheme